CPETracker

Educator
Training Manual

CPETracker Teacher Training

1) What is CPETracker – p.1
2) How to register in CPETracker – p.2
3) Checking your contact information – p.3
4) Entering your employment information – pgs. 4-5
   (position is very important information – SUBMIT)
5) Approval process – p.5
6) Finding Professional Development opportunities online – p.7
7) How to register for Professional Development opportunities using CPETracker – pgs. 8,9,10,11
8) What to do if the event requires payment: p.10
   a) Use a generic purchase order number (SS Palmer – 1111; Towamensing – 2222; Junior High – 3333; and High School – 4444)
   b) If it is a college course – you will have to pay upfront
   c) No fee required is an option in dropdown field
9) Viewing available events and your registration & approval status – p.12
10) Your Current Information – p.13
11) Keep your personal profile up to date – p.20,21,22,23
   a) Home phone – important
   b) Changing positions or jobs
12) Act 48 Status – p.24.25 – Read Only
13) Certification Status – p.26 – can make your own changes

CPETracker Notes for Educator Module:

CPETracker Website: www.cpetracker.org (You need to type this address in – Do not use the Search engine) – Also available on Palmerton Area School District website: Staff Resources

Can change your Log In and password (should be at least 4 letters).

Check your Act 48 Compliance Date. This would be the first day of month that you received your certificate if certificate was received after 7/1/00. If certificate was received prior to 7/1/00, keep date as of 7/1/00. You cannot make changes. Let me know if changes need to be made.

You can change personal data without approvals. You need to keep your personal profile updated, in case a class would be cancelled, provider would be able to contact you. (phone number, address, etc.)

DO NOT USE BACK SCREEN BUTTON WHEN USING THIS SYSTEM.

If you leave our District, go to Employment Detail screen and enter a termination date. Our district will no longer have access to your records as of that date.

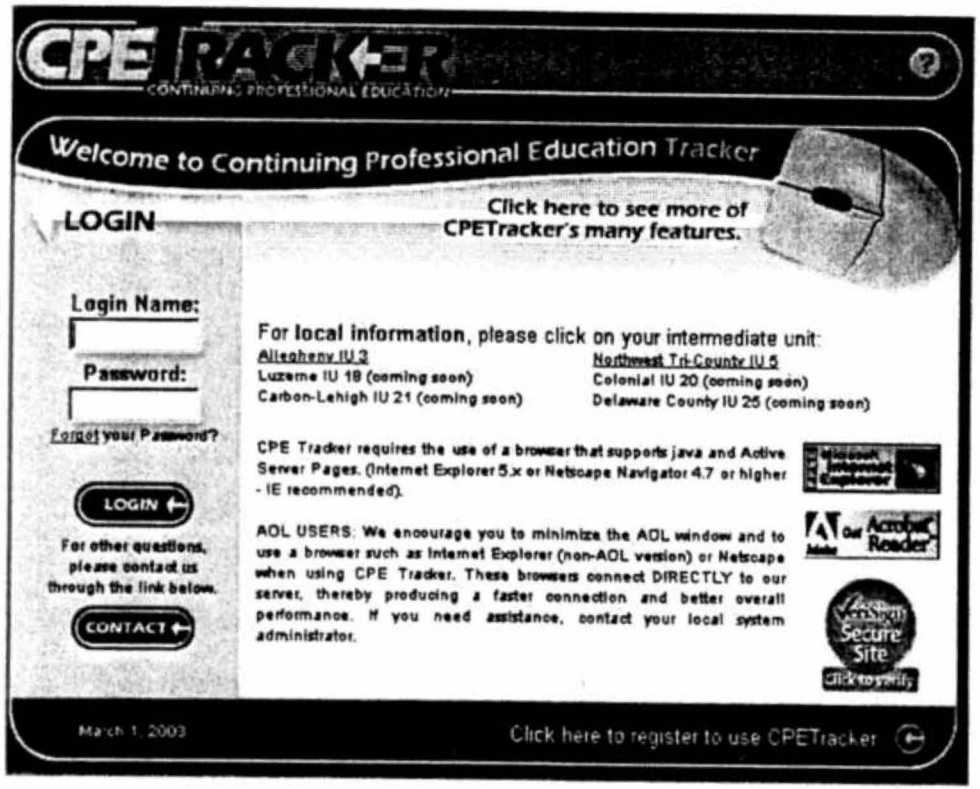
Registering for CPE Events:
You can limit your searches by: time frame, topics, event types, and providers.
You can register yourself for sessions. Once you have registered, you must follow the process through to the end.

Registration status is controlled by provider.
Approval status is controlled by approvers: building principal (1st level approver), and Director of Curric. & Instr., Sherrie Fenner (final approver).
Approvers will get an email every Friday reminding them to do approvals. This way, hopefully, approvals will not get hung up anywhere. Approvers need to go into CPETracker to do their approvals.

Printable transcript: This is your transcript reflecting everything you have done in CPETracker only. This is not your official PDE transcript. You need to access your PDE transcript through the PDE website.
Two reasons there could be a discrepancy between the two transcripts:

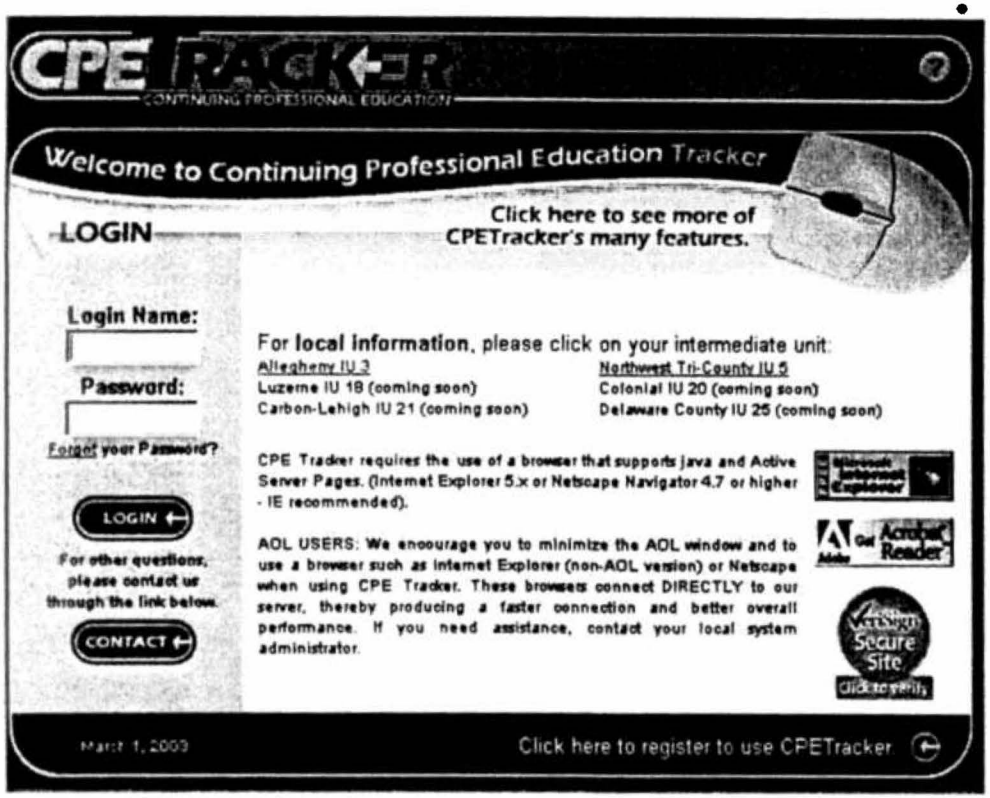
1) records are uploaded from CPETracker to PDE on the last working day of each month by IU20.
2) college's responsibility to report to PDE. Maybe they have not reported yet.

CPETracker Overview


CPE TRACKER
CONTINUING PROFESSIONAL EDUCATION
Welcome to Continuing Professional Education Tracker
LOGIN
Click here to see more of CPETracker's many features.
Login Name:
Password:
Forget your Password?
LOGIN
For other questions, please contact us through the link below.
CONTACT
For local information, please click on your intermediate unit:
Allegheny IU 3
Luzerne IU 18 (coming soon)
Carbon-Lehigh IU 21 (coming soon)
Northwest Tri-County IU 5
Colonial IU 20 (coming soon)
Delaware County IU 25 (coming soon)
CPE Tracker requires the use of a browser that supports java and Active Server Pages. (Internet Explorer 5.x or Netscape Navigator 4.7 or higher - IE recommended).
AOL USERS: We encourage you to minimize the AOL window and to use a browser such as Internet Explorer (non-AOL version) or Netscape when using CPE Tracker. These browsers connect DIRECTLY to our server, thereby producing a faster connection and better overall performance. If you need assistance, contact your local system administrator.
Get Acrobat Reader
Secure Site
March 1, 2003
Click here to register to use CPETracker

- **Provides:**
- A web-based professional education registration and tracking system
- Paperless recording and reporting of professional education credits and hours earned toward Act 48 requirements
- A single point of contact for educators to locate and register for professional events, as well as view Act 48 credits/hours earned or pending
- A two-tiered electronic approval process

Educator Module--Registering in CPETracker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Delaware County IU 25 (coming soon)
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Get Acrobat Reader
VeriSign Secure Site
March 1, 2003
Click here to register to use CPETracker

Who is eligible to register:

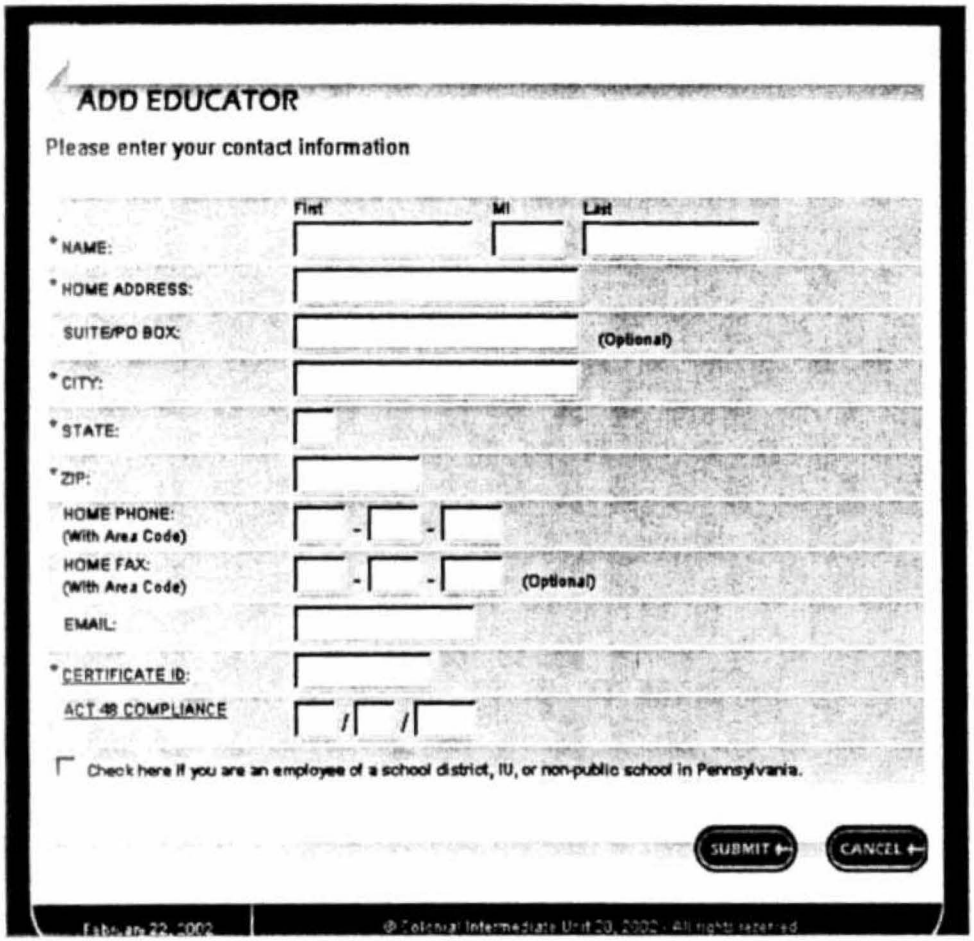
- Employees of an LEA that participates in CPETracker
- Employees of an LEA that does not participate in CPETracker, but whose Intermediate Unit does participate

If you are not employed by a school district, IU, or non-public school in Pennsylvania, you are not eligible to register in CPETracker

To Register in CPETracker:

- Open your web browser
- Go to web address: **www.cpetracker.org**
- Click on "Click here to register to use CPETracker"

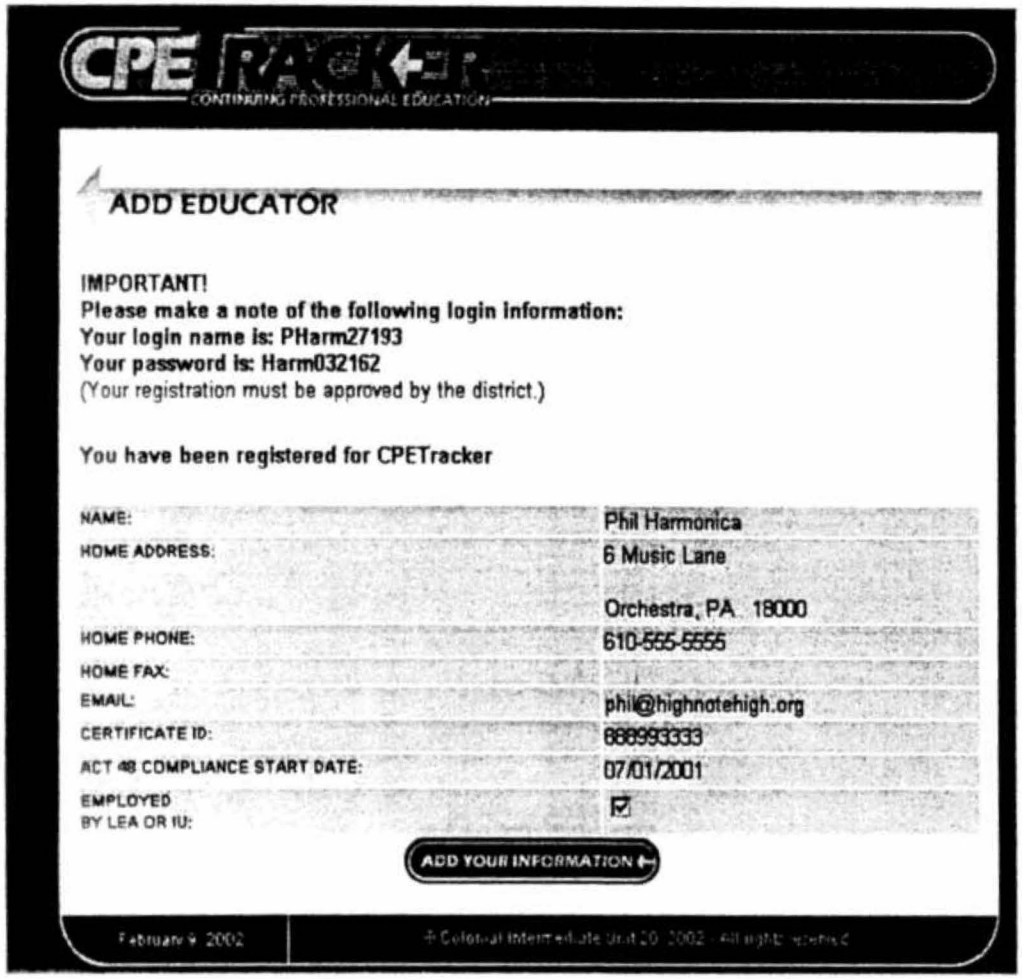
Educator Module--Registering in the Database



Adding Contact Information

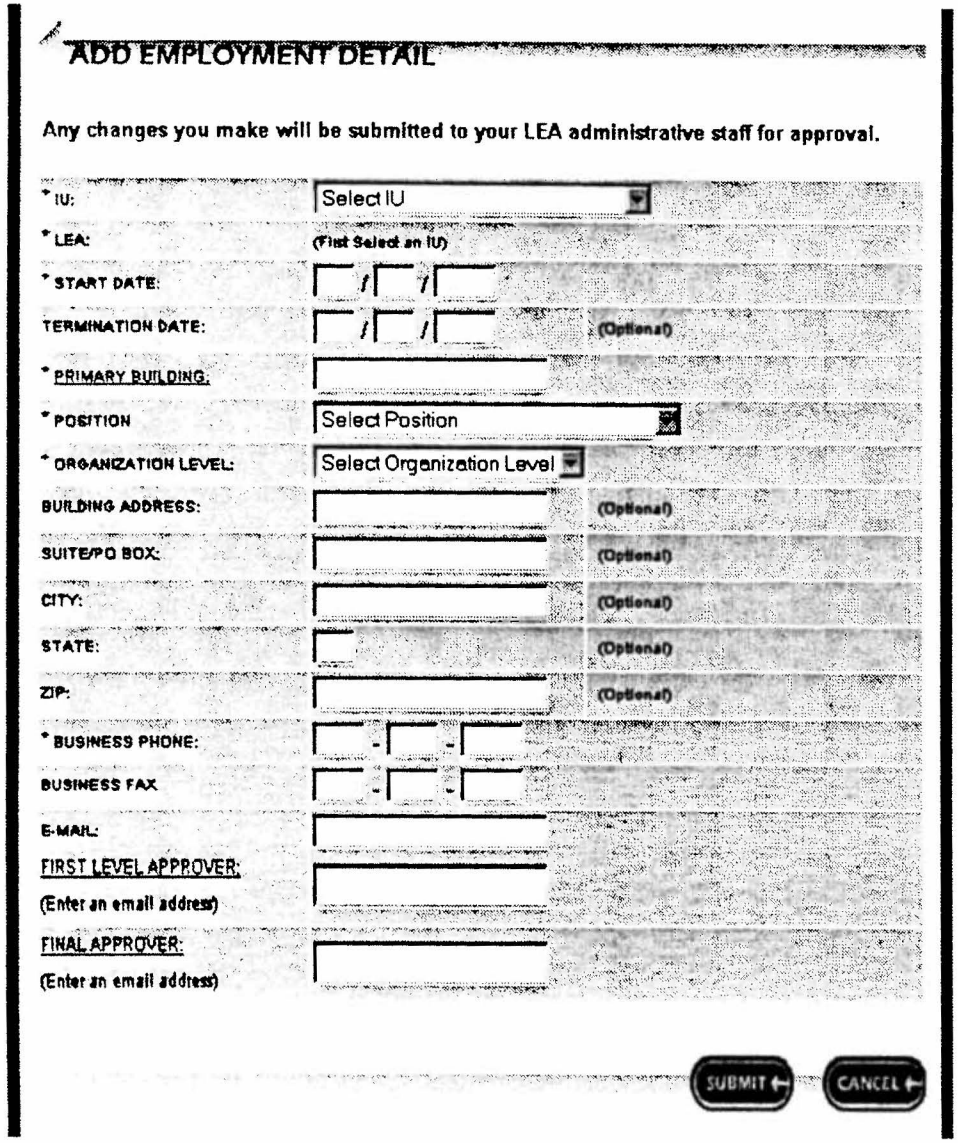
- Enter your home contact information as prompted. (Use the TAB key to move from field to field.)
- Enter your certificate id, which is your social security number.
- Enter your Act 48 Compliance date
- Note that any field in CPETracker that appears as underlined and in blue text is a link. Click on these links to display a pop-up box with more information about that particular field.
- Be sure to check the box indicating that you are an employee of a school district, IU or non-public school in Pennsylvania.
- Click on the Submit button

Educator Module--Registering in the Database



- After submitting your contact information, CPETracker will respond with your assigned Login Name and password
- Print out a copy of your CPETracker login information
- Click on the Add Your Information button to add your employment information.
- **If you do not enter your employment information, you will not be allowed to use any of the features in CPETracker.**

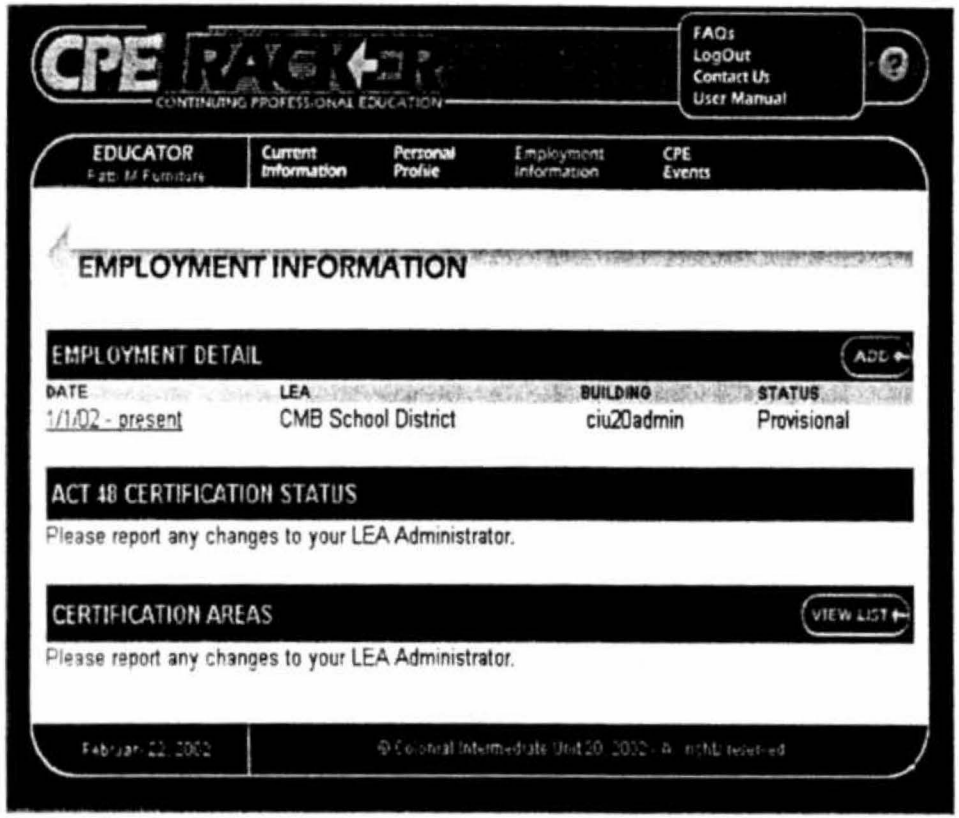
Educator Module--Registering in the Database



Adding Employment Information:

- Enter your employment contact information as prompted
- If you are a substitute, select as your LEA, the LEA that is sponsoring you into the system
- Enter your Primary Building Assignment as prompted. If you are assigned to multiple buildings, enter as the Primary Building the building you work in most frequently.
- Select your position from the Position drop-down menu. Only a user who has selected a certified position for this field will have his or her information uploaded to the Pennsylvania Department of Education's Professional Educator's Record Management (PERMS) system.
- Enter your First Level Approver and Final Approver email addresses
- Click the submit button

Educator Module--Registering in the Database



- After clicking Submit, CPETracker will respond with the screen pictured on the left
- Your employment information is provisional until approved by an LEA
- You may register for events, classes and workshops even if your employment information has not yet been approved.

To get this page, click ?

Online User Manual
This interactive manual walks the user step-by-step through several common CPETracker features. **Note:** The demonstrations can be viewed full-screen by pressing the F11 button on your browser bar. If you are new to CPETracker, start with the comprehensive General Overview of the Educator module listed below.

Educator Module

I. Login/Password Questions
II. Maintaining Account Information
III. Workshop Registration
IV. Add CPE Event Form
V. Adding a User Account

General Overview of the Educator module (View Demonstration)
This comprehensive demonstration will review the major CPETracker educator module components, including how to register for workshops, maintain account information, and monitor Act 48 progress.

I. Login/Password Questions

I lost my password. How do I retrieve it? (View Demonstration)

I lost my login. How do I retrieve it? (View Demonstration)

How do I change my password? (View Demonstration)

II. Maintaining Account Information

How do I change my address, phone number or other personal information? (View Demonstration)

How can I see which items in CPETracker have been uploaded to the PDE PERMS site? (View Demonstration)

How can I tell which items on my transcript will be uploaded to PDE through CPETracker, and which will be uploaded directly from the provider? (View Demonstration)

How do I add my certificate information to my employment record?
Certificate information can only be added by a CPETracker administrator. Please contact your local CPETracker administrator if you are interested in having this information added to your employment record. This information is not required to use the system.

I've changed school districts. How can I make this change effective in CPETracker? (View Demonstration)

What does an * beside a field indicate?
In all of the CPETracker forms to complete you will see fields that are marked with a *. This indicates a required field, and the field must be completed before the form is submitted. If the field is not completed an error message will be generated.

What is an LEA?
LEA stands for Local Education Agency. All districts and IUs are considered LEAs.

What is my Certificate ID?
Certificate ID is the same as your social security number.

I am assigned to multiple buildings. What should I put in the Building Assignment field?
For the purposes of CPETracker, you will be associated with a single building. You should use your primary building assignment. If you work equally in multiple buildings, ask your supervisor(s) which one you should use.

What is the purpose of the Approve Pending Changes link?
Since Act 48 applies to ALL certified educators, including administrators, some individuals will use their account to manage their own professional development AND to do approvals for their assigne staff. This button will only be visible on the horizontal navigation bar if you have approvals pending.

iOP
III. Workshop Registration
How do I register for an event? (View Demonstration)

How do I unregister for an event? (View Demonstration)

Some of the workshops listed in CPETracker are from providers outside of my school district. May I still register for them?
Educators are eligible to register for all workshops they see when they click on CPE Events, regardless of whether they are offered by providers outside of an educator's local LEA. Providers within CPETracker have the ability to offer their workshops to only their own teachers; IU-wide to enable educators within their IU to attend; or Inter-IU wide, which enables a provider to broadcast their CPE Events to all participating CPE Tracker school districts and Intermediate Units. Many providers will open up their events to a larger audience. Those events that are visible to an educator are open for registration. Educators should also check the intended audience, which may or may not exclude them from registering.

How can I tell if I have been approved for a workshop? (View Demonstration)

How do I find classes offered only by my district or IU? (View Demonstration)

Many workshops in the registration module list Flex Hours and the field is also listed on the Add CPE Event form. What are Flex Hours and what do I need to be concerned about these?
CPETracker can track local professional development hours as well as Act 48 hours and credits. Many districts give educators the option of receiving Flex Hours when they atttend workshops outside of their regular school day that contribute to their professional growth. These hours can then be used to offset the number of hours of professional development a teacher would have to receive from their district during Act 80 days. Please check with your local CPETracker administrator to see if flex hours are applicable for your school.

TOP

IV. Add CPE Event form
What is the purpose of the Add CPE Event form?
If you are employed by a school entity that uses CPETracker as its official Act 48 tracking system, you may use this section to submit for approval a CPE event you've already attended or would like to attend that is not in the online registration module. Examples would include out-of-state conferences, workshops or courses offered by non-CPETracker participating entities.

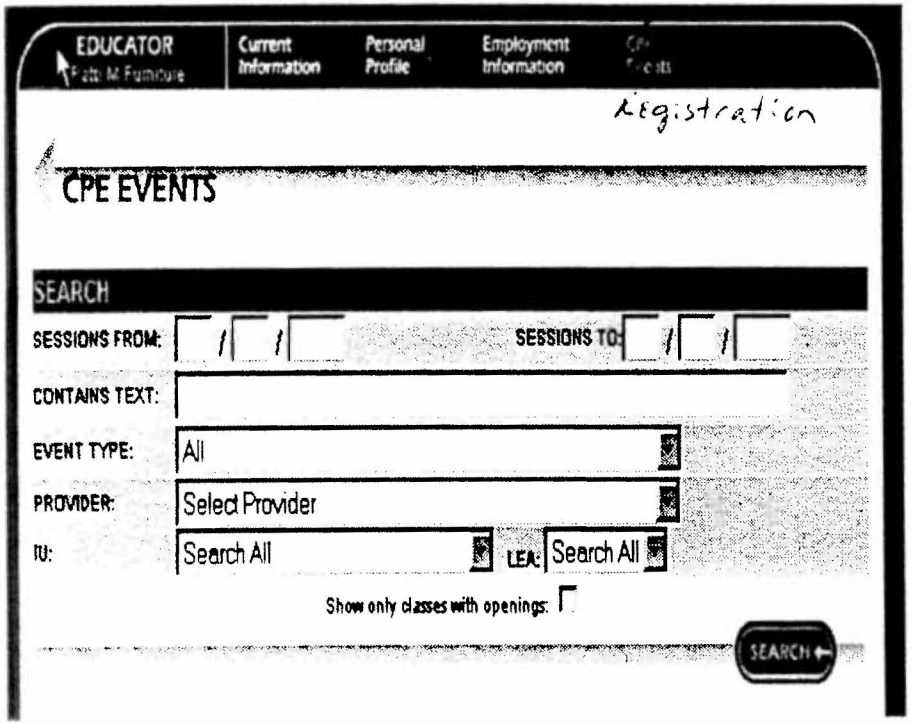
How can I use the Add CPE Event form for pre-approval? (View Demonstration)

How do I use the Add CPE Event form for approval of events after I've attended them? (View Demonstration)

V. Adding a User Account
How can I create an account for myself in CPETracker? (View Demonstration)

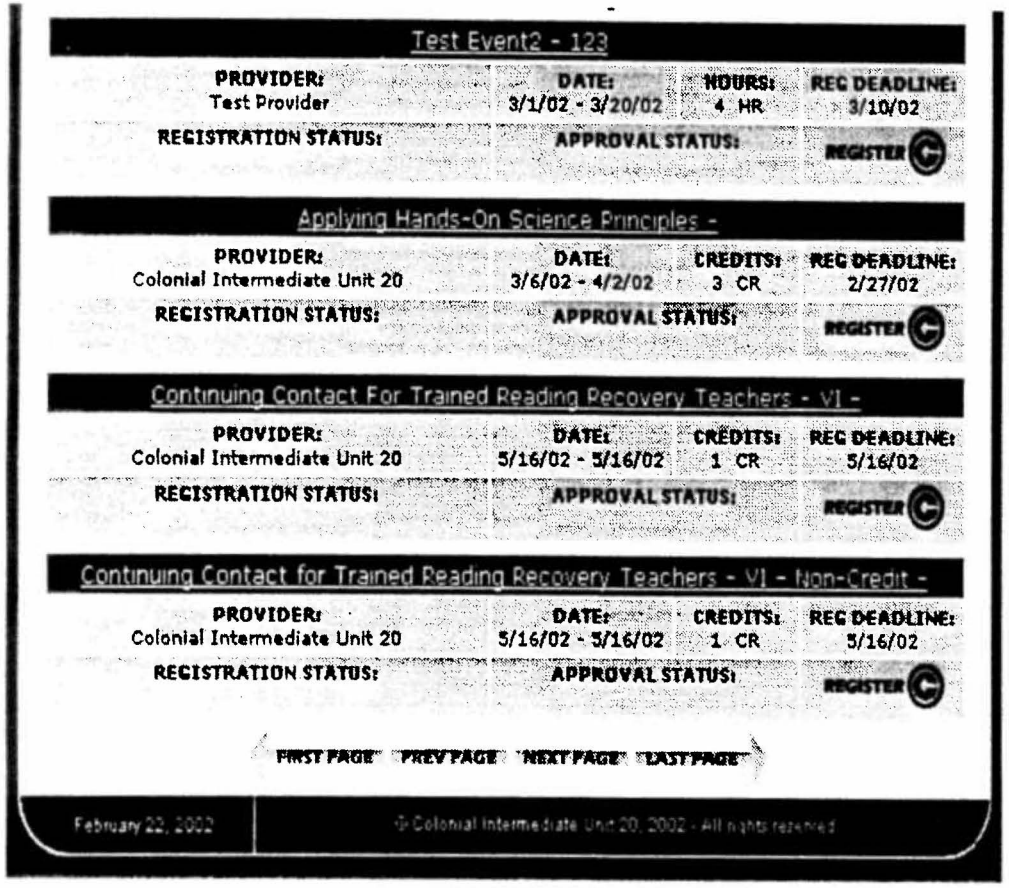
TOP

Educator Module--Search for CPE Events



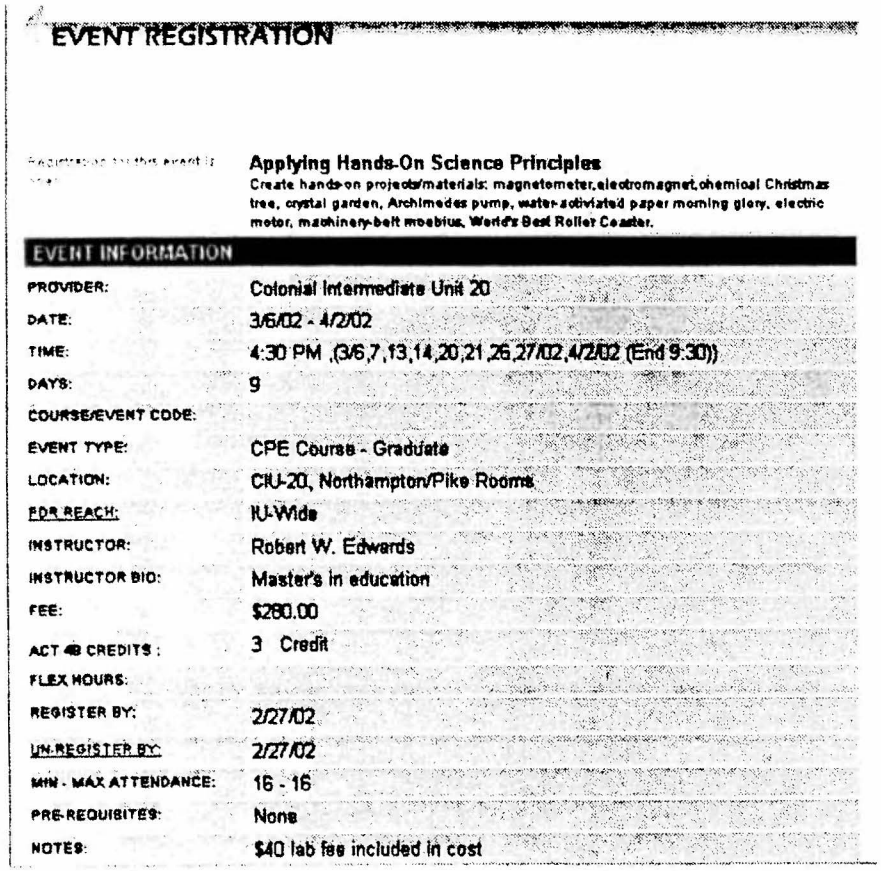
- Click Registration from the menu bar at the top of the screen
- Events may searched by date, title, type, provider, IU or LEA.
  - Note: the larger the date range indicated in a search, the longer the search will take
- Enter the appropriate search criteria
- Click submit
- CPETracker will respond with a listing of all events that meet the search criteria entered

Educator Module--View/Register for CPE Events



- Click Registration from the menu bar at the top of the screen
- Events are listed chronologically
- The event title is a link. To view details for the event, such as location, start time, instructor, fees, etc., click on the title of the event
- To register for an event, click on the register button on the event screen, or click on the event title to view details.

Educator Module--View/Register for CPE Events



EVENT REGISTRATION

Applying Hands-On Science Principles

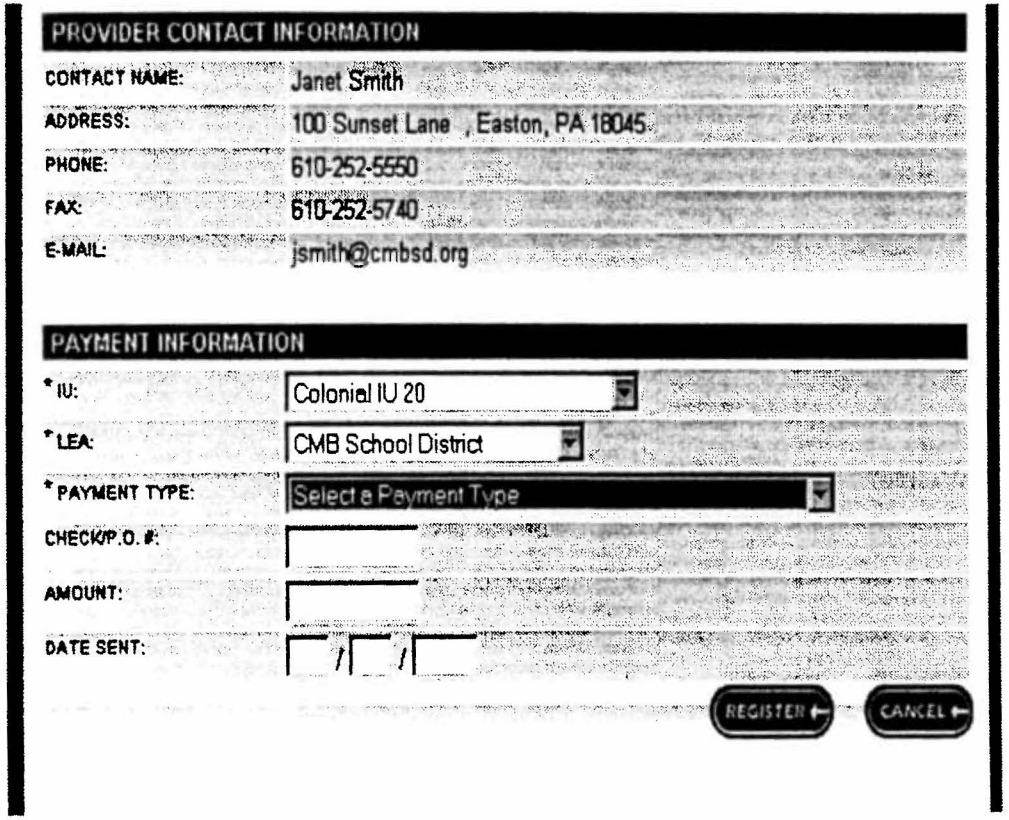
Create hands-on projects/materials: magnetometer,electromagnet,chemical Christmas tree, crystal garden, Archimedes pump, water-activated paper morning glory, electric motor, machinery-belt moebius, World's Best Roller Coaster.

EVENT INFORMATION

PROVIDER:	Colonial Intermediate Unit 20
DATE:	3/6/02 - 4/2/02
TIME:	4:30 PM ,(3/6,7,13,14,20,21,26,27/02,4/2/02 (End 9:30))
DAYS:	9
COURSE/EVENT CODE:	
EVENT TYPE:	CPE Course - Graduate
LOCATION:	CIU-20, Northampton/Pike Rooms
FOR REACH:	IU-Wide
INSTRUCTOR:	Robert W. Edwards
INSTRUCTOR BIO:	Master's in education
FEE:	$280.00
ACT 48 CREDITS :	3 Credit
FLEX HOURS:	
REGISTER BY:	2/27/02
UN-REGISTER BY:	2/27/02
MIN - MAX ATTENDANCE:	16 - 16
PRE-REQUISITES:	None
NOTES:	$40 lab fee included in cost

- Clicking on the event title link, or the register button will produce the Event Registration screen pictured at left.
- Detailed information about the event is displayed in three areas on this screen. First is the Event Information module.

Educator Module--View/Register for CPE Events

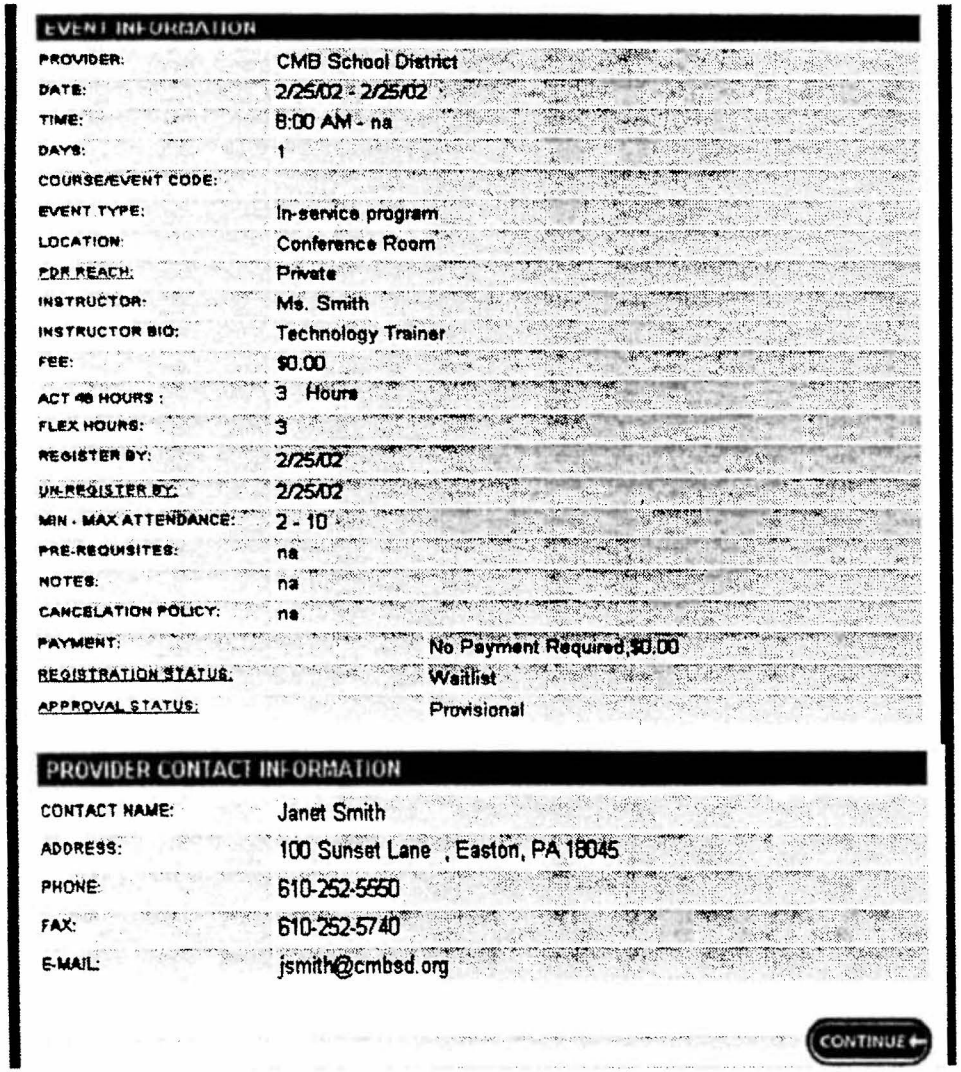


- Next is the Provider Contact Information module.
- Third is the Payment Information module
- To register for an event, complete the Payment Information module and click the register button.
  - Note: the Payment Information module **MUST** be completed if registering for an event. If the event has no fee, then select No Payment Required from the Payment Type drop-down menu. An **event registration will not be accepted if the payment information module is not completed.**

Generic Purchase order #s:

SS Palmer	1111
Towam.	2222
Jr. High	3333
High School	4444

Educator Module--View/Register for CPE Events



EVENT INFORMATION

PROVIDER:	CMB School District
DATE:	2/25/02 - 2/25/02
TIME:	8:00 AM - na
DAYS:	1
COURSE/EVENT CODE:	
EVENT TYPE:	In-service program
LOCATION:	Conference Room
FOR REACH:	Private
INSTRUCTOR:	Ms. Smith
INSTRUCTOR BIO:	Technology Trainer
FEE:	$0.00
ACT 48 HOURS :	3 Hours
FLEX HOURS:	3
REGISTER BY:	2/25/02
UN-REGISTER BY:	2/25/02
MIN - MAX ATTENDANCE:	2 - 10
PRE-REQUISITES:	na
NOTES:	na
CANCELATION POLICY:	na
PAYMENT:	No Payment Required,$0.00
REGISTRATION STATUS:	Waitlist
APPROVAL STATUS:	Provisional

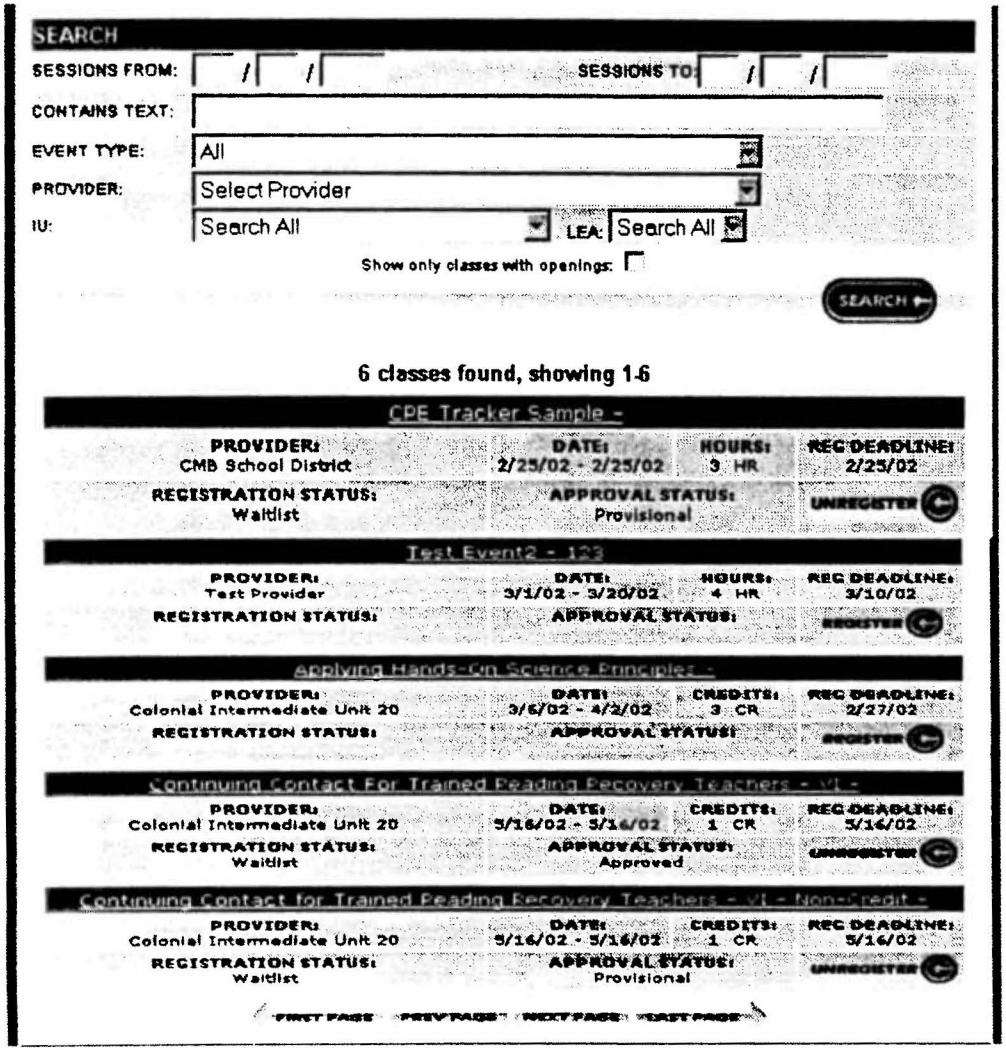
PROVIDER CONTACT INFORMATION

CONTACT NAME:	Janet Smith
ADDRESS:	100 Sunset Lane , Easton, PA 18045
PHONE:	610-252-5550
FAX:	610-252-5740
E-MAIL:	jsmith@cmbsd.org

CONTINUE

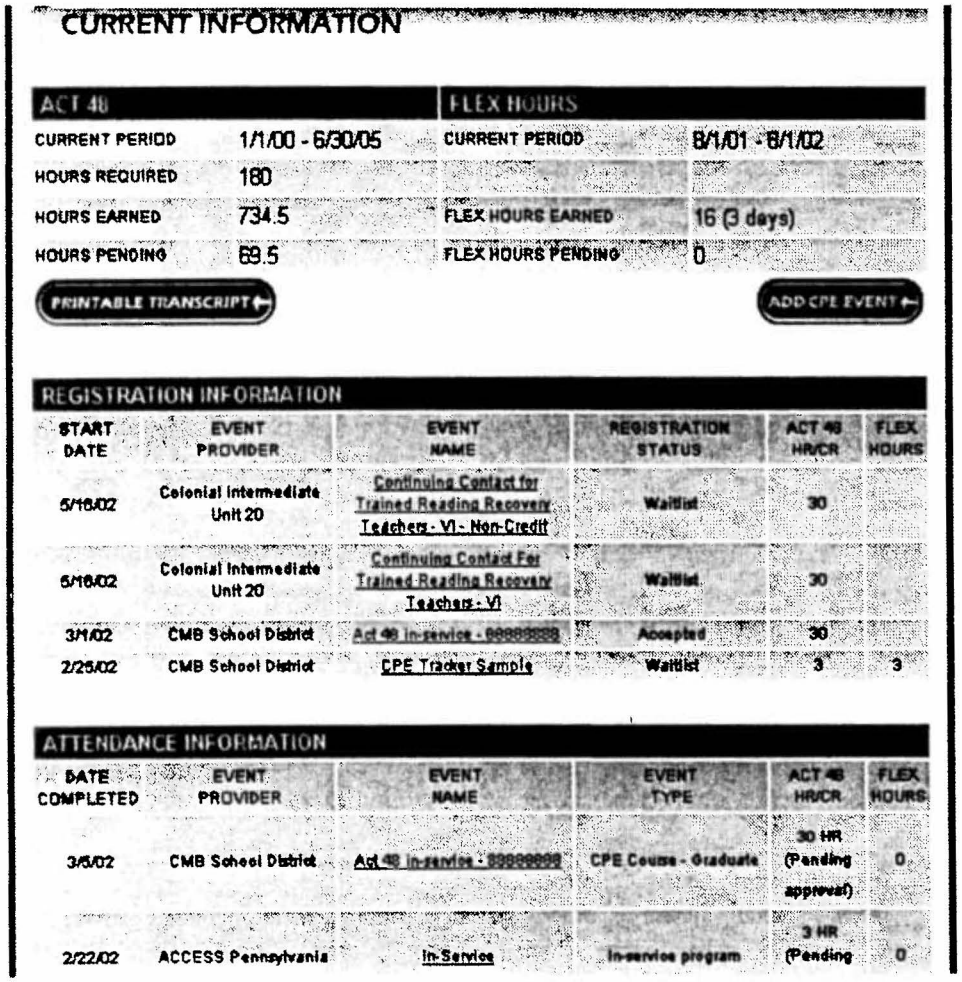
- Notice that after you register for an event, CPETracker will respond with an updated Event Information screen.
- Note the Registration Status and Approval Status links displayed on the page.
- Registration Status is controlled by the Provider and may be **waitlist, accepted, or denied**
- Approval Status is controlled by the LEA approvers and may be **provisional, 1st level approval, or approved**. If your Approver denies your registration it is wiped from the system but you will receive an email that says your request was denied. It will also give you a reason for the denial if your Approver entered one.
- Click the Continue button at the bottom of the page

Educator Module--View/Register for CPE Events



- After clicking the continue button, CPETracker responds with an updated CPE Events page indicating the events for which you are registered
- Approval Status and Registration Status may be viewed on this page
- To unregister for an event, click the Unregister button for the event, click Unregister at the bottom of the next page. Finally, click continue at the bottom of the responding page
- Events for which you are registered are displayed on the CPE Events page, and the Current Information page; **HOWEVER, Registration and Approval Statuses are displayed only on the CPE Events page.**

Educator Module--Current Information



CURRENT INFORMATION

ACT 48		FLEX HOURS	
CURRENT PERIOD	1/1/00 - 6/30/05	CURRENT PERIOD	8/1/01 - 8/1/02
HOURS REQUIRED	180		
HOURS EARNED	734.5	FLEX HOURS EARNED	16 (3 days)
HOURS PENDING	69.5	FLEX HOURS PENDING	0

PRINTABLE TRANSCRIPT ADD CPE EVENT

REGISTRATION INFORMATION

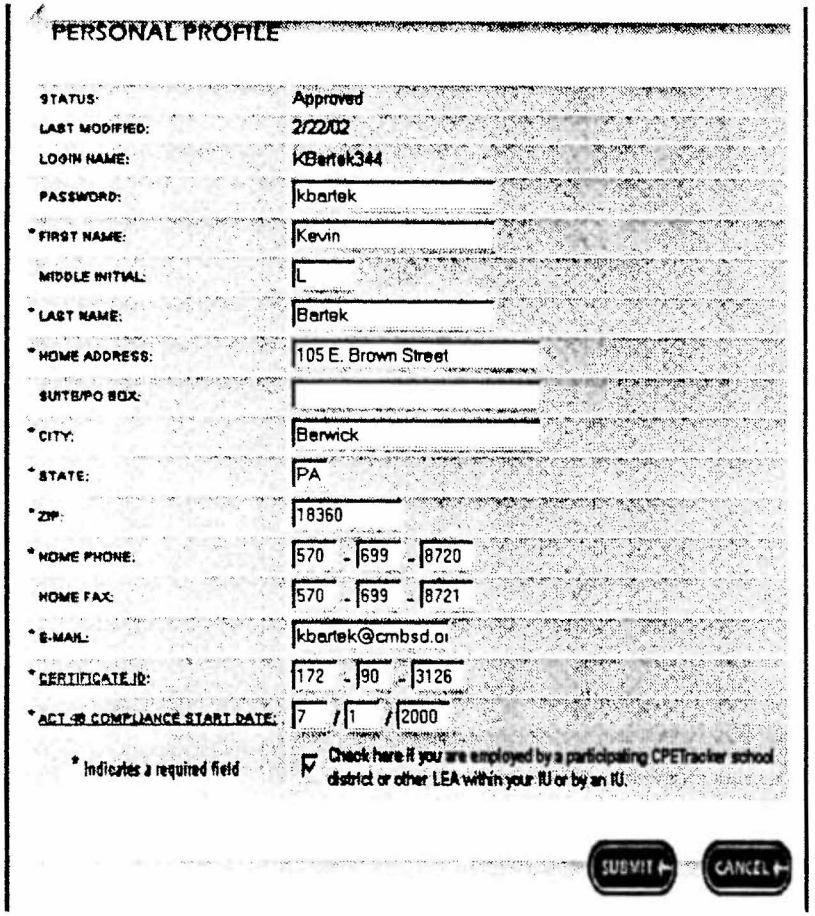
START DATE	EVENT PROVIDER	EVENT NAME	REGISTRATION STATUS	ACT 48 HR/CR	FLEX HOURS
5/16/02	Colonial Intermediate Unit 20	Continuing Contact for Trained Reading Recovery Teachers - VI - Non-Credit	Waitlist	30	
5/16/02	Colonial Intermediate Unit 20	Continuing Contact For Trained Reading Recovery Teachers - VI	Waitlist	30	
3/1/02	CMB School District	Act 48 in-service - [redacted]	Accepted	30	
2/25/02	CMB School District	CPE Tracker Sample	Waitlist	3	3

ATTENDANCE INFORMATION

DATE COMPLETED	EVENT PROVIDER	EVENT NAME	EVENT TYPE	ACT 48 HR/CR	FLEX HOURS
3/5/02	CMB School District	Act 48 in-service - [redacted]	CPE Course - Graduate	30 HR (Pending approval)	0
2/22/02	ACCESS Pennsylvania	In-Service	In-service program	3 HR (Pending	0

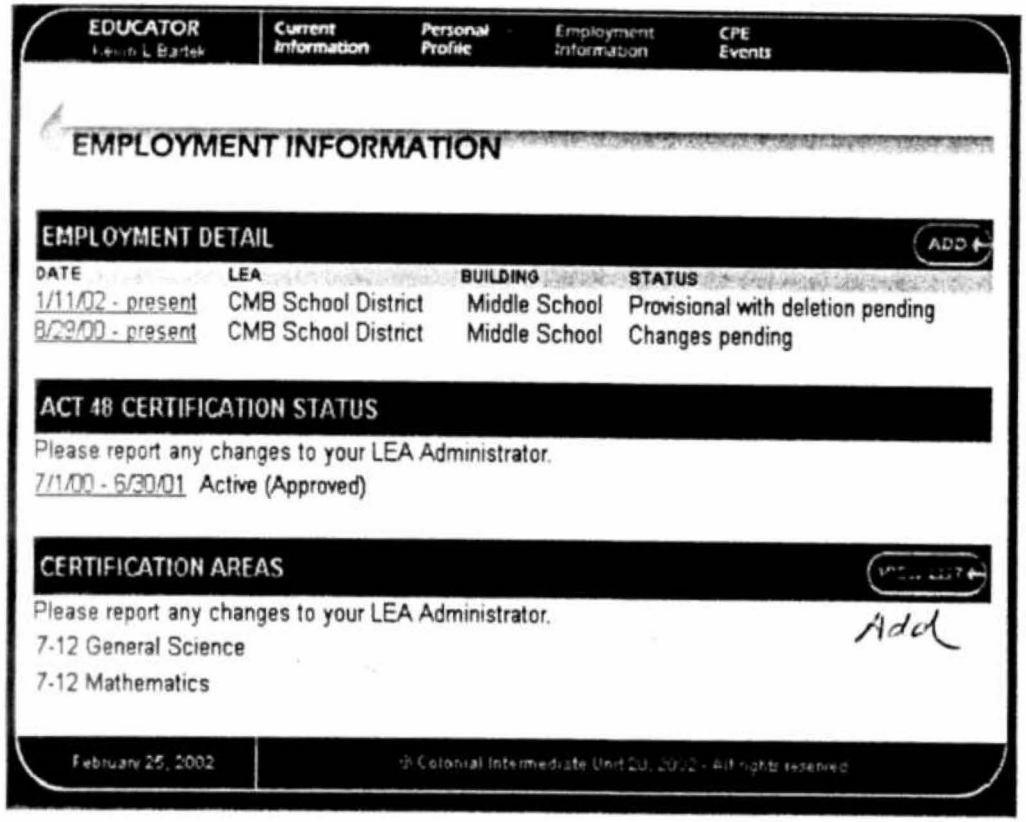
- Click on Current Information in the menu bar to view:
  - Act 48 Transcript Compliance Totals
  - Upcoming events for which you are registered
  - Attendance information for events which have been completed
- The Printable Transcript button on the Current Information page will display a screen listing of completed Act 48 hours/credits earned. To print the transcript, click the print button on your web browser.

Educator Module—View/Edit the Personal Profile


PERSONAL PROFILE
STATUS: Approved
LAST MODIFIED: 2/22/02
LOGIN NAME: KBartek344
PASSWORD: kbartek
* FIRST NAME: Kevin
MIDDLE INITIAL: L
* LAST NAME: Bartek
* HOME ADDRESS: 105 E. Brown Street
SUITE/PO BOX:
* CITY: Berwick
* STATE: PA
* ZIP: 18360
* HOME PHONE: 570 - 699 - 8720
HOME FAX: 570 - 699 - 8721
* E-MAIL: kbartek@cmbsd.o
* CERTIFICATE ID: 172 - 90 - 3126
* ACT 48 COMPLIANCE START DATE: 7 / 1 / 2000
* Indicates a required field
Check here if you are employed by a participating CPETracker school district or other LEA within your IU or by an IU.
SUBMIT
CANCEL

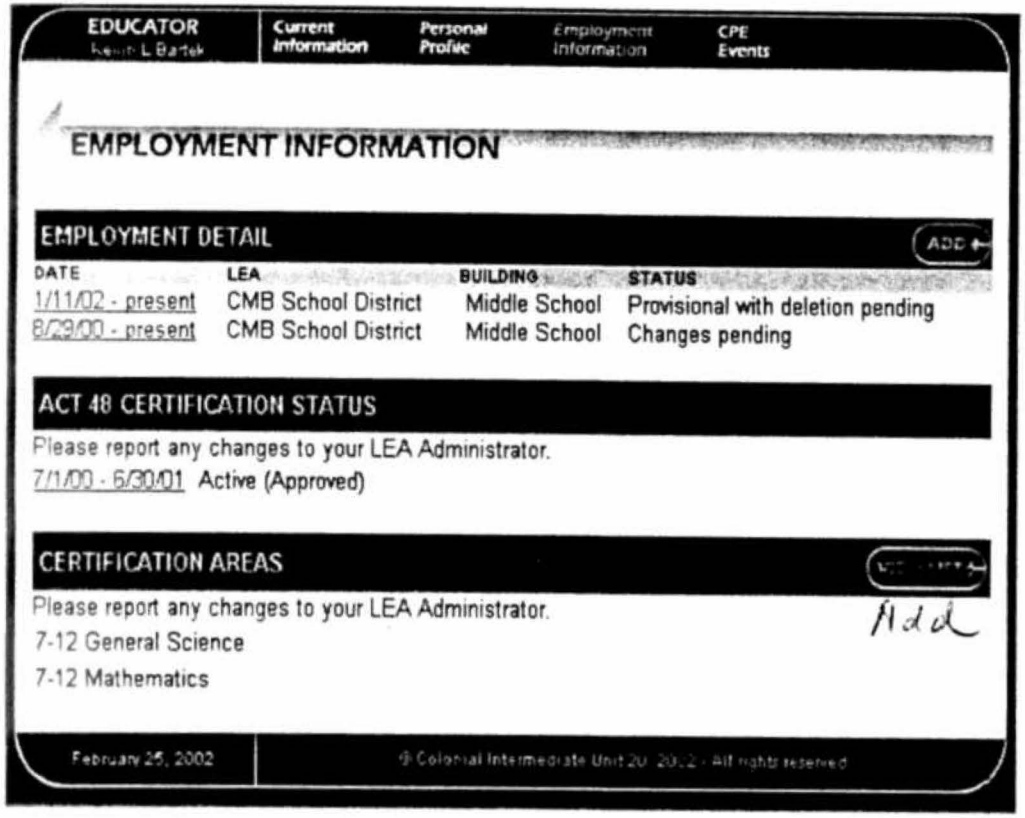
- To access the Personal Profile form click on Personal Profile in the menu bar at the top of the screen.
- The home contact information on the Personal Profile form may be changed by deleting the current information and entering the correct information.
- If changing your password, be sure to record the new password so you do not forget it
- Should you forget your password, it can be retrieved. Go to the CPETracker login page. Under the field to enter a password is a link titled "Forgot your password". Click on the link, enter your email address, and an email containing your password will be forwarded to you

Educator Module—View/Edit Employment Information



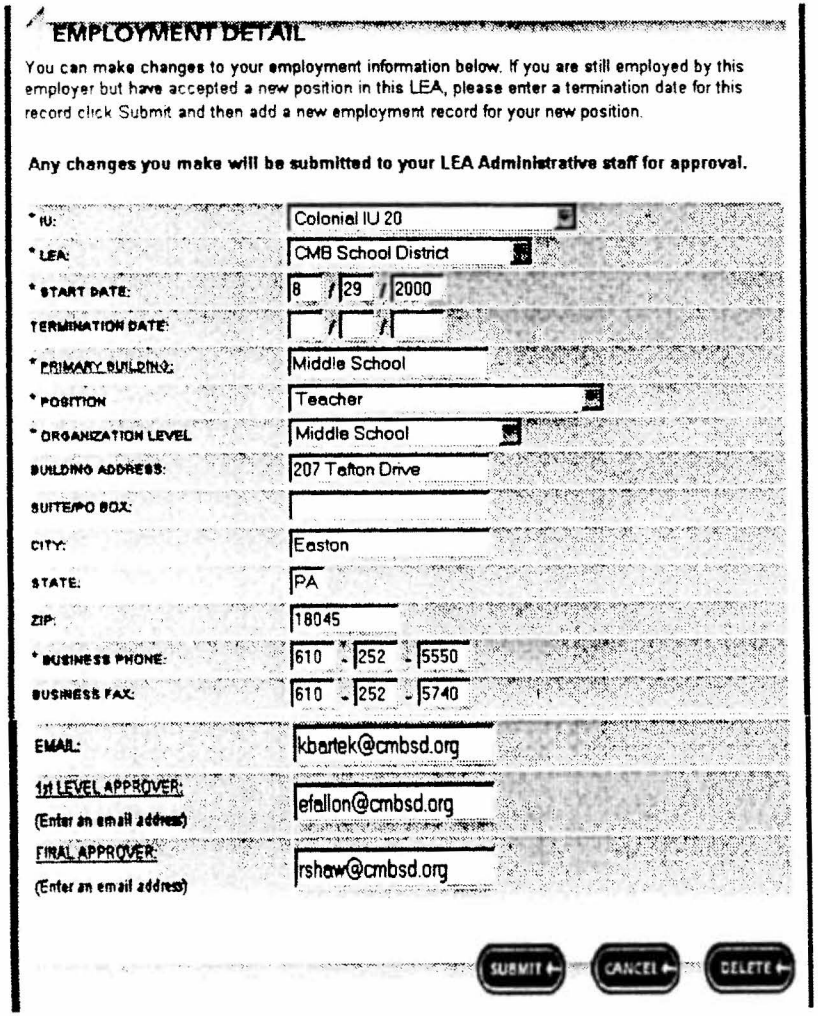
- To access the Employment Information form click on Employment Information in the menu bar at the top of the screen.
- The Employment Information form displays three modules:
  - Employment Detail
  - Act 48 Certification Status
  - Certification Areas
- The Act 48 Certification Status area of the form is **read only.** To make revisions to this area, contact your LEA Administrator.

Educator Module—View/Edit Employment Information



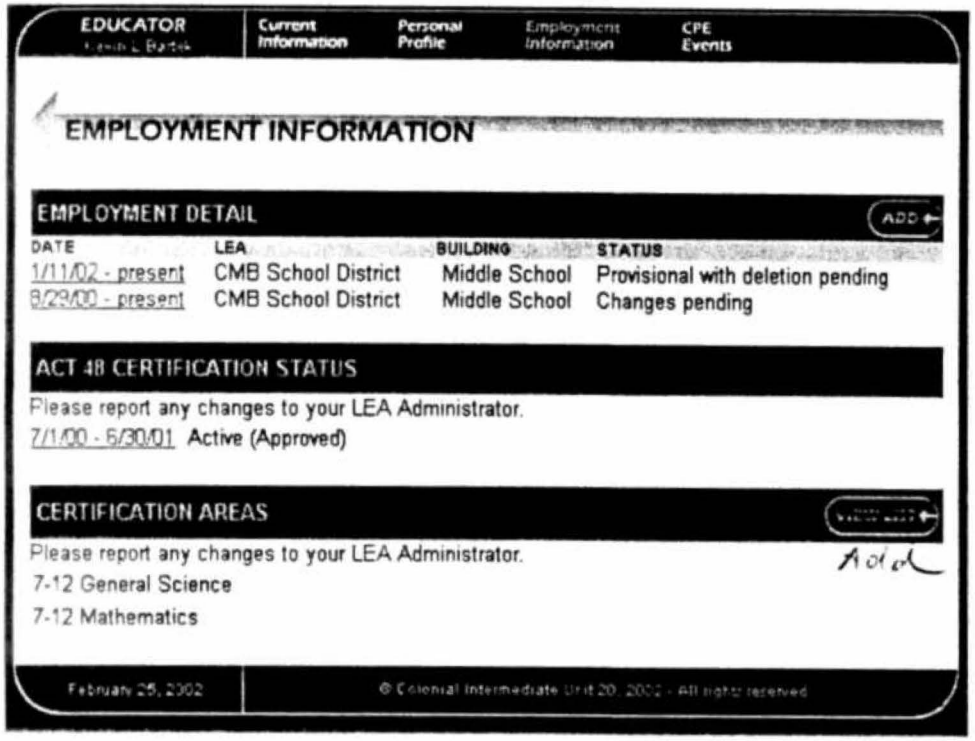
- Select your current employment record under the Employment Dates column to view/edit your employment information.
- Any changes made to your employment information are provisional until approved by LEA administrative staff assigned to approve employment information.
- The status of employment information is displayed on the Employment Information form.
- If you have accepted a new position in another LEA, or if you move to a different position within your current organization, click on the Add button to enter the information regarding the new position.

Educator Module—View/Edit Employment Information


EMPLOYMENT DETAIL
You can make changes to your employment information below. If you are still employed by this employer but have accepted a new position in this LEA, please enter a termination date for this record click Submit and then add a new employment record for your new position.
Any changes you make will be submitted to your LEA Administrative staff for approval.
* IU: Colonial IU 20
* LEA: CMB School District
* START DATE: 8 / 29 / 2000
TERMINATION DATE: / /
* PRIMARY BUILDING: Middle School
* POSITION Teacher
* ORGANIZATION LEVEL Middle School
BUILDING ADDRESS: 207 Talton Drive
SUITE/PO BOX:
CITY: Easton
STATE: PA
ZIP: 18045
* BUSINESS PHONE: 610 - 252 - 5550
BUSINESS FAX: 610 - 252 - 5740
EMAIL: kbartek@cmbsd.org
1st LEVEL APPROVER: efallon@cmbsd.org
(Enter an email address)
FINAL APPROVER: rshaw@cmbsd.org
(Enter an email address)
SUBMIT
CANCEL
DELETE

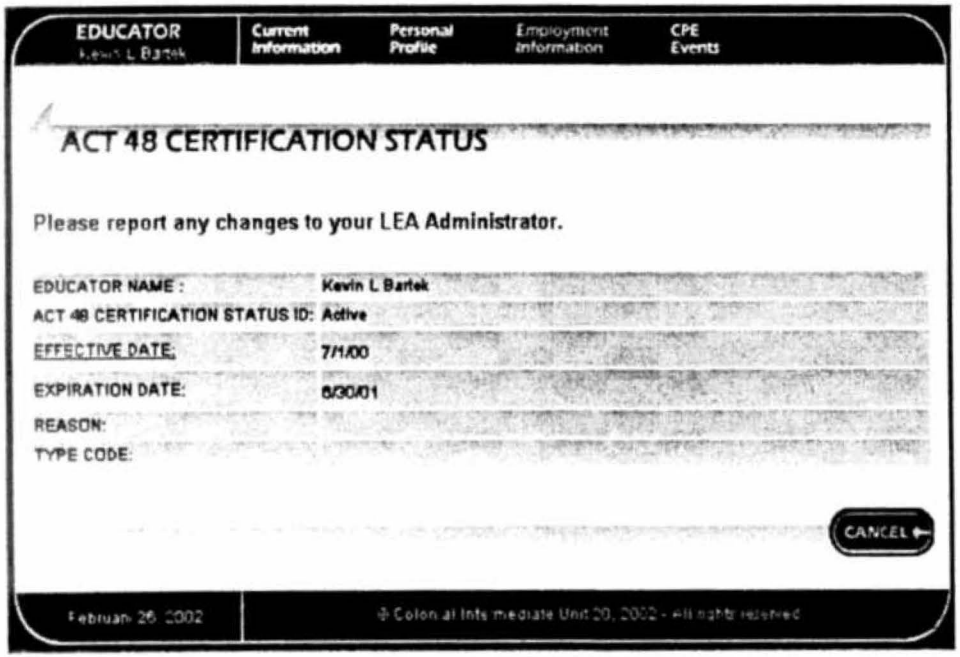
- To make changes to your current employment information:
  - delete the information as it appears on the Employment Detail form
  - Enter the correct information
  - Click on the submit button at the bottom of the page

Educator Module--
Employment Information--
Act 48 Certification Status Information



- The ACT 48 Certification Status area of the Employment Information form is **read-only.** Changes can only be made by LEA Administrators.
- To view Act 48 Certification Status details, click on the blue link for the appropriate certification.
- CPETracker will respond with the Act 48 Certification Status detail form

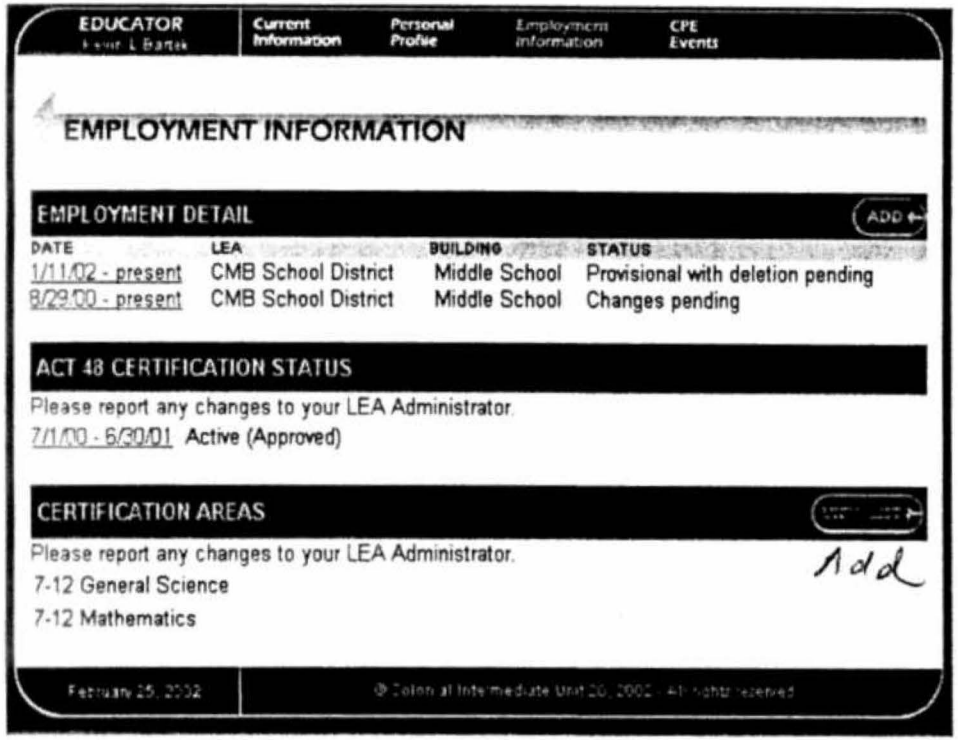
Educator Module--View Act 48 Certification Status Information



- The Act 48 Certification Status Detail form is **read-only.**
- Report errors or changes to this information to the appropriate LEA Administrative Staff.
- Click on the cancel button when you are finished reviewing the information.

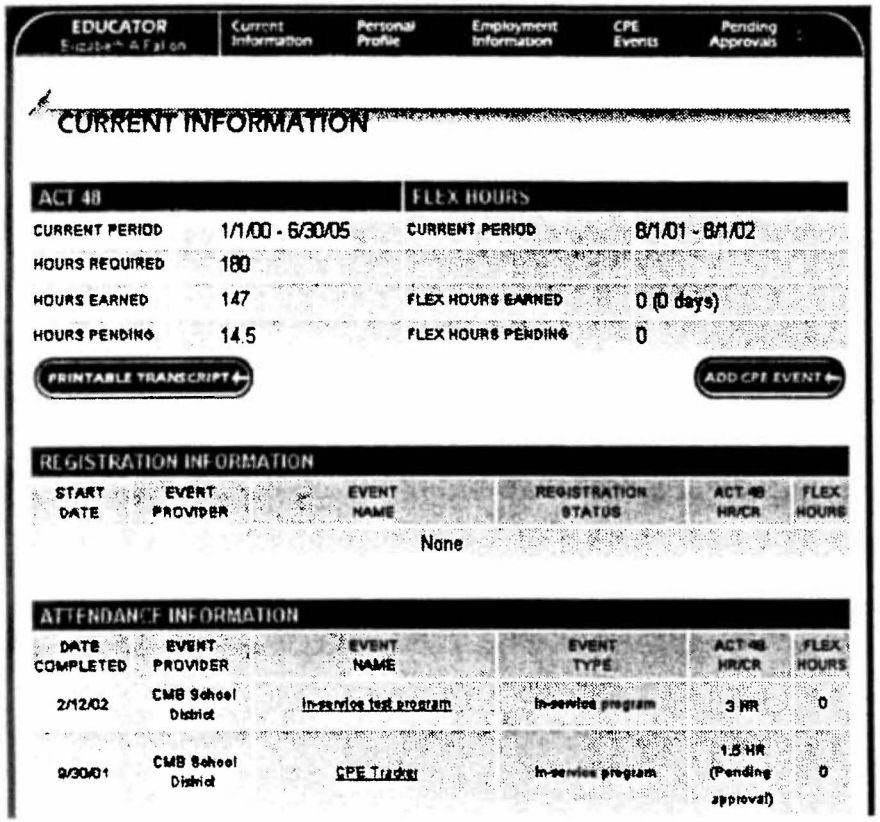
Educator Module-- Employment Information-- Certification Areas

not "read only" anymore. Educator can make changes



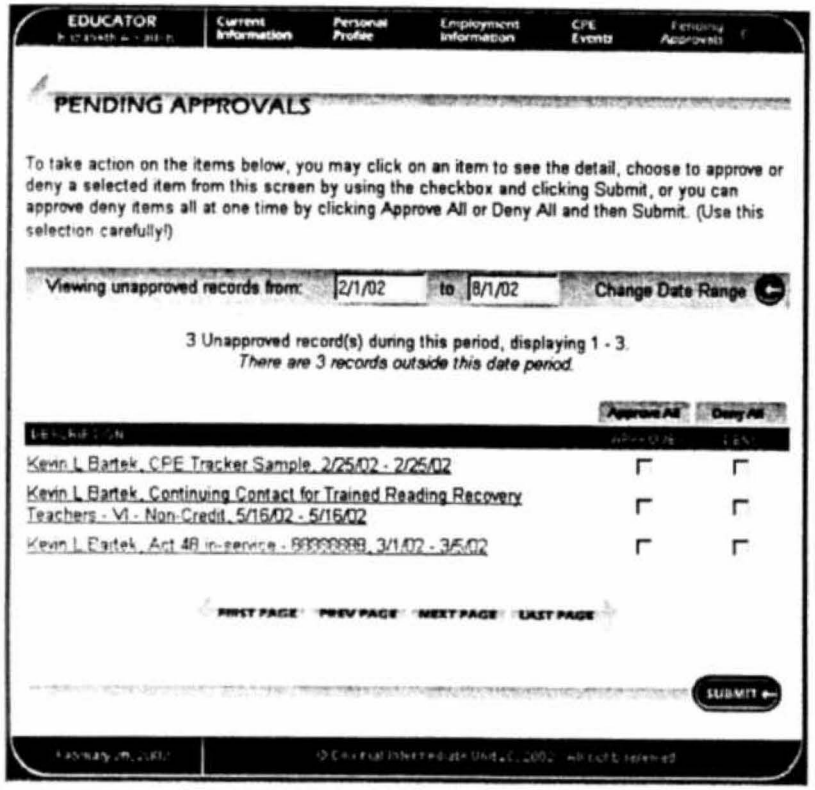
- The Certification Areas information is **read-only** and will be entered by LEA Administrative Staff.
- Changes can be made by LEA Administrators only.
- Report errors or changes to this information to the appropriate LEA Administrative Staff
- Click on the Add button to display a listing of certification areas

Educator Module--Pending Approvals-- For 1st Level Approvers Only!



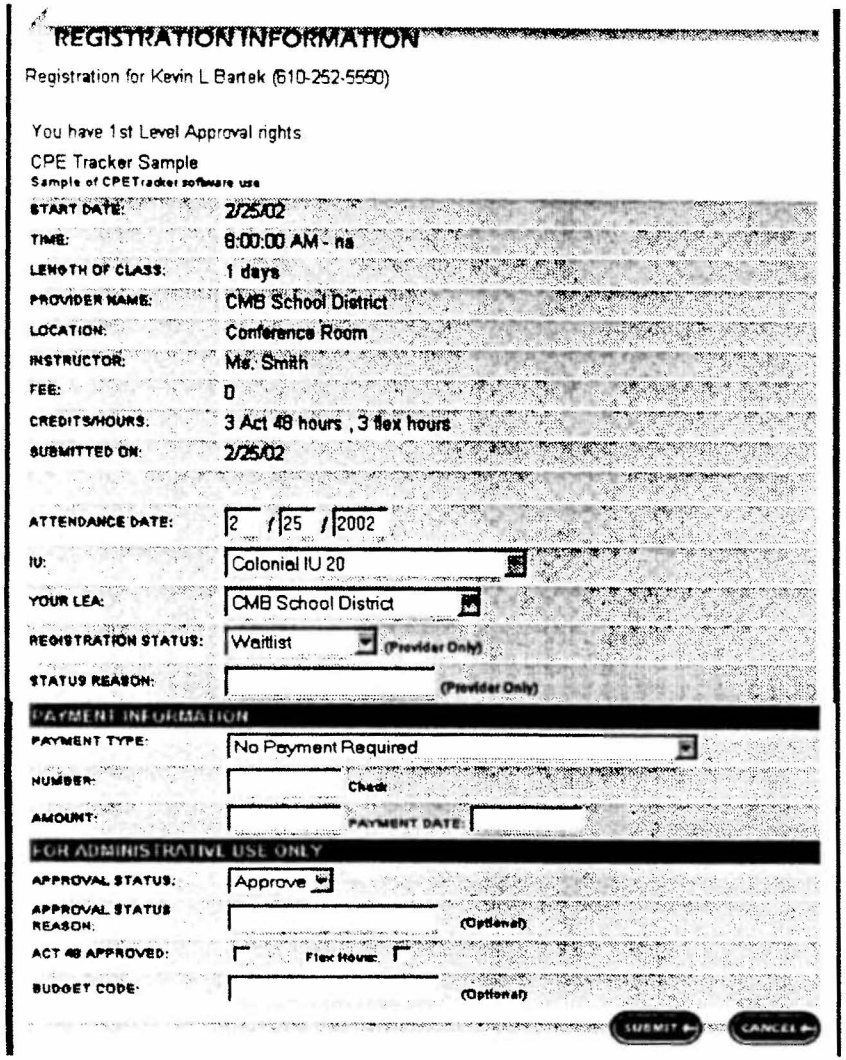
- This function is for administrators who have been identified as 1st level approvers for event registrations in the on-line professional development module.
- If you are a 1st level approver, you will complete your approvals using your regular Login ID and Password. An LEA administrative account is NOT required.
- 1st level approvers have an option on the CPETracker menu bar titled Pending Approvals
- To view and act on event registration requests, click on Pending Approvals in the menu bar at the top of the screen.

Educator Module--Pending Approvals-- For 1st Level Approvers Only!


EDUCATOR
Current Information
Personal Profile
Employment Information
CPE Events
Pending Approvals
PENDING APPROVALS
To take action on the items below, you may click on an item to see the detail, choose to approve or deny a selected item from this screen by using the checkbox and clicking Submit, or you can approve deny items all at one time by clicking Approve All or Deny All and then Submit. (Use this selection carefully!)
Viewing unapproved records from: 2/1/02 to 8/1/02 Change Date Range
3 Unapproved record(s) during this period, displaying 1 - 3.
There are 3 records outside this date period.
Approve All
Deny All
Kevin L Bartek, CPE Tracker Sample, 2/25/02 - 2/25/02
Kevin L Bartek, Continuing Contact for Trained Reading Recovery Teachers - VI - Non-Credit, 5/16/02 - 5/16/02
Kevin L Bartek, Act 48 in-service - 99999999, 3/1/02 - 3/5/02
FIRST PAGE
PREV PAGE
NEXT PAGE
LAST PAGE
SUBMIT

- The Pending Approvals form displays educators requests for event registrations in the on-line professional development module.
- Approvals or denials can be done from the "List View" shown at left or by clicking on each item and looking at the "Detail View."
  - Approving or denying items from the "List View" as shown on the left, restricts your ability to change information or to state a reason for the action taken.
- "Approve All" and "Deny All" should be used VERY carefully, and in very limited circumstances.

Educator Module--Pending Approvals-- For 1st Level Approvers Only!



REGISTRATION INFORMATION

Registration for Kevin L Bartek (610-252-5550)

You have 1st Level Approval rights

CPE Tracker Sample

Sample of CPETracker software use

START DATE:	2/25/02
TIME:	8:00:00 AM - na
LENGTH OF CLASS:	1 days
PROVIDER NAME:	CMB School District
LOCATION:	Conference Room
INSTRUCTOR:	Ms. Smith
FEE:	0
CREDITS/HOURS:	3 Act 48 hours , 3 flex hours
SUBMITTED ON:	2/25/02
ATTENDANCE DATE:	2 / 25 / 2002
IU:	Colonial IU 20
YOUR LEA:	CMB School District
REGISTRATION STATUS:	Waitlist (Provider Only)
STATUS REASON:	(Provider Only)

PAYMENT INFORMATION

PAYMENT TYPE:	No Payment Required
NUMBER:	Check
AMOUNT:	PAYMENT DATE:

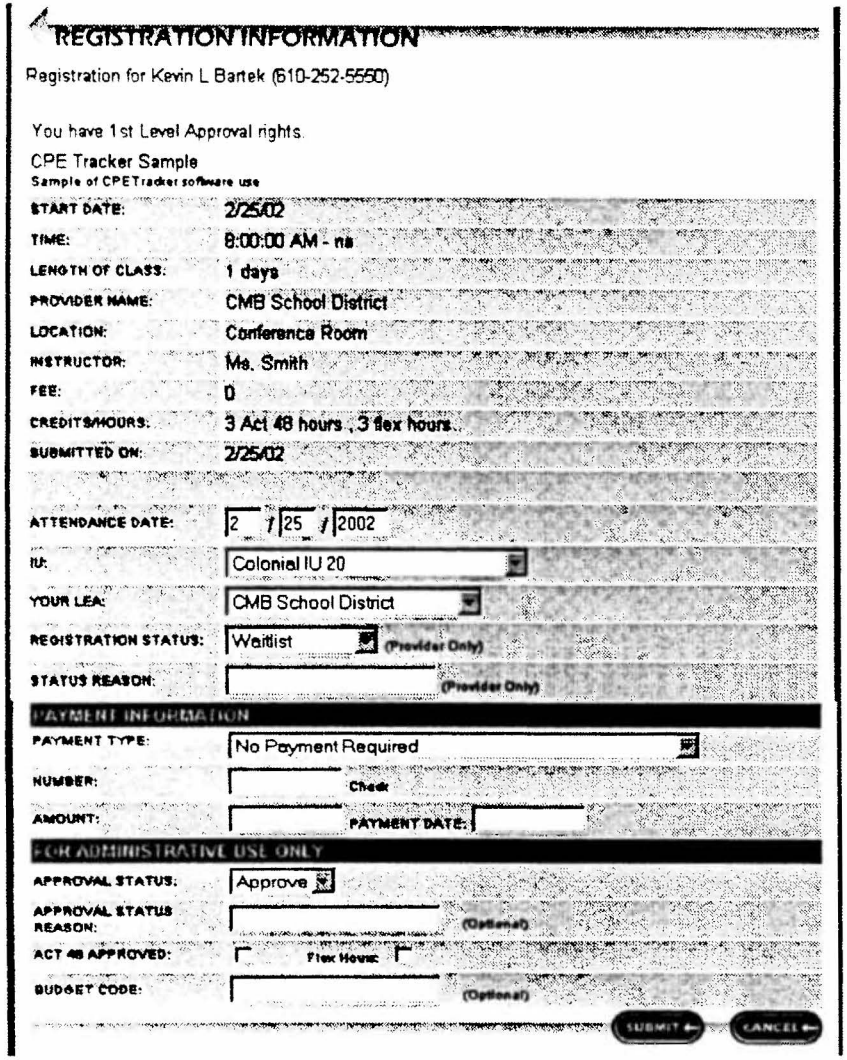
FOR ADMINISTRATIVE USE ONLY

APPROVAL STATUS:	Approve
APPROVAL STATUS REASON:	(Optional)
ACT 48 APPROVED:	Flex Hours:
BUDGET CODE:	(Optional)

SUBMIT CANCEL

- The Registration Information form displays details regarding a requested event registration.
- The 1st level approver reviews the information regarding the requested registration
- The 1st level approver then completes the For Administrative Use Only portion of the form, approving or denying the request
  - If the request is denied, the reason for denial should be included in the Approval Status Reason field
  - Remember that if the payment type indicates the educator is personally paying for the event, and it is consistent with their Professional Education Plan, you are obligated to approve the event for Act 48.

Educator Module--Pending Approvals--For 1st Level Approvers Only!


REGISTRATION INFORMATION

Registration for Kevin L Bartek (610-252-5550)

You have 1st Level Approval rights.

CPE Tracker Sample

Sample of CPETracker software use

START DATE: 2/25/02

TIME: 8:00:00 AM - na

LENGTH OF CLASS: 1 days

PROVIDER NAME: CMB School District

LOCATION: Conference Room

INSTRUCTOR: Ms. Smith

FEE: 0

CREDITS/HOURS: 3 Act 48 hours , 3 flex hours

SUBMITTED ON: 2/25/02

ATTENDANCE DATE: 2 / 25 / 2002

IU: Colonial IU 20

YOUR LEA: CMB School District

REGISTRATION STATUS: Waitlist (Provider Only)

STATUS REASON: (Provider Only)

PAYMENT INFORMATION

PAYMENT TYPE: No Payment Required

NUMBER: Check

AMOUNT: PAYMENT DATE:

FOR ADMINISTRATIVE USE ONLY

APPROVAL STATUS: Approve

APPROVAL STATUS REASON: (Optional)

ACT 48 APPROVED: Flex Hours:

BUDGET CODE: (Optional)

SUBMIT CANCEL

- Approve the request for Act 48 hours/credits or flex hours as appropriate.
- Click the submit button to forward the request to the Final Approver for approval.